

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

15 August 1969

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES 5-10 October 1969
(This Seminar is in session from
Sunday afternoon to Friday afternoon.)

LOCATION

25X1A

OBJECTIVES

To increase individual effective-
ness on the job by providing
better understanding of planning as
a managerial skill and to familiar-
ize participants with the Agency's
overall planning system.

FOR

Senior line and staff officers who
have a need for better understanding
of planning methods and processes.

Minimum grade level: GS-15

DESCRIPTION

A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning
by identifying and analyzing basic
approaches and selected techniques.
It provides orientation on the
Agency's Planning, Programming,
and Budgeting System. This course
features active learning through
precourse work, team problem-
solving, and case study. Formal
lectures are kept to a minimum.

For maximum effectiveness each
seminar requires substantial
representation from each of the
major components.

This document is part of an integrated
file. If separated from the file it must be
subjected to individual systematic review.

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(Over, please)

GROUP 1
Excluded from automatic
downgrading and declassification

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PRECOURSE
WORK

Approximately 20 hours. Materials will be sent out on or about Wednesday, 17 September 1969.

REGISTRATION

Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe. Closes Wednesday, 10 September 1969. No substitutions to be made after this date because of precourse work requirements.

TRAVEL ORDERS
AND COST

Responsibility of participating office.

ADDITIONAL
INFORMATION

On course content, call extension
On registration, extension 25X1A

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